

OSWER SUMMER INTERNS – PROJECT DESCRIPTIONS – 2015

1 – Name of Project:

Special Teams Standard Operating Procedures

2 – Contact Person Information:

Name: Dana Jones

Office: Office of Superfund Remediation and Technology Innovation (OSRTI)

Division/Branch: Environmental Response Team—West

3 – Project Description

Background of Project Area:

Developing, updating, reviewing, formatting, and/or tracking ERT's radiological procedures for emergency responses and long term cleanup/remediation of radioactive materials which can later be adopted as the Special Teams Standard Operating Procedures known as "RRSOPs

In 2010, EPA led a nationwide exercise, known as "Liberty RadEx," which focused on a large-scale radiological dispersal device (RDD) incident in the downtown Philadelphia area. Many lessons learned resulted from this exercise, including the need of more radiological procedures for emergency responses and long term cleanup/remediation of contaminated areas with radioactive materials. A workgroup was created after Liberty RadEx to generate new procedures that would be known as "Radiological Response Standard Operating Procedures" (i.e. "RRSOP"). With given contributions from FEMA's NIRT program in recent years, many of the RRSOPs were updated by various Special Teams and contractors. In 2013, the contributions from FEMA had run out. Due to busy schedules, the workgroup has not been able to dedicate the needed time in standardizing or finalizing any of the RRSOPs.

With the increase of Quality Assurance in recent years, included efforts from the Field Operations Group (FOG), constant improvement of ERT's procedures is needed. With a dedicated staff member, the student intern could be utilized to improve ERT's standard operating procedures for radiological emergency responses and field activities involving radioactive materials. The student intern could help with developing new procedures, reviewing and formatting previous procedures, and tracking the status of the procedures during the approval chain. With ERT's lead in enhancing our procedures, there may be added interest in restarting the RRSOP Workgroup amongst the Special Teams. The greatest achievement for this internship would be for the Special Teams to adopt the new procedures, developed by the intern, into RRSOPs; ultimately, standardizing a uniform procedures used by all of EPA.

Tasks to Be Completed By The Intern:

The tasks to be completed by the intern include, but are not limited to, the following:

- Collection/review of all EPA's Special Team's Radiological Response Standard Operating Procedures (RRSOPs), Regional procedures, and local/ERT procedures related radiological operations (e.g. radiation detection and instrumentation)

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- Edit procedures based on grammar, punctuation, flow, and standard format, as well as, provide technical direction and input from a Health Physicist and operator's point-of-view;
- Perform procedures as written to determine the accuracy, completeness, and efficacy of the procedures;
- At a minimum, create at least 2 new procedures to be used for radiological operations; and
- Participate on conference calls and meetings.

4 – What skills are needed for this project:

Excellent skills in Microsoft Office including Microsoft Word and Excel

Excellent writing skills

Excellent organizational skills and ability to multitask is required

Able to work independently with minimal direction

Good communication skills

Experience/knowledge of Health Physics including coursework in instrumentation and detection^{*}

Coursework in Quality Assurance / Quality Control is preferred.

5 – Is travel or training involved? If yes, please provide specifics.

No travel is involved.

No outside training, besides on-the-job training, is needed.